

PUBLIC PARTICIPATION AT MEETINGS

A. The School Board encourages public participation at regular meetings. The order of business of any regular meeting shall include opportunities for the public to address the School Board as hereinafter provided. Speakers are encouraged to submit their comments in writing in advance. Comments must be germane to the services or policies of the school division.

All speakers shall indicate their name and place of residence, either by address or magisterial district, at the beginning of their comments.

B. The following is the procedure by which the public may speak before the School Board at any regular meeting of the School Board:

1. Public Hearings

- a. Persons wishing to speak at scheduled public hearings are required to notify the School Board Clerk's Office by 2:00 p.m. on the day of the meeting.
- b. Individuals shall limit their comments to four minutes. Individuals may not yield their time to other speakers. The Chair may further limit the time allotted to speakers in order to ensure the orderly conduct of the meeting and the conclusion of the meeting at a reasonable time.
- c. Upon recognition by the chair, the speaker shall address the chair and if, at the conclusion of their remarks, any member of the School Board desires further information, the member will address the speaker only with the permission of the chair.
- d. Speakers shall limit their comments by addressing only that which is the subject of the public hearing.

2. Public Comment Period

- a. Persons who have requested to offer comment on subjects germane to the services or policies of Chesterfield County Public Schools not a subject for a scheduled public hearing will be heard during the specified public comment period of the meeting. Public comment will be conducted under the agenda topic "Public Comment" at each regular School Board meeting at such time as the School Board determines in its meeting agenda development.
- b. Persons wishing to speak during the Public Comment Period are required to notify the School Board Clerk's Office by 2:00 p.m. on the day of the meeting and to provide the specific subject of the

schools-related comments to be offered. Individuals shall limit their comment to four minutes. Individuals may not yield their time to other speakers. The Chair may further limit the time allotted to speakers and the number of speakers in order to ensure the orderly conduct of the meeting and the conclusion of the meeting at a reasonable time. When limiting the number of speakers, the Chair shall give priority to those who did not speak during the public comment period of the immediately previous meeting.

Citizens may also submit their comments via the online form through the School Board Clerk's Office. Comments submitted via the online form will be distributed to the School Board, made available for public inspection prior to the start of the meeting, and included as an addendum to the meeting minutes.

- c. Upon recognition by the Chair, the speaker shall address the chair and if, at the conclusion of their remarks, any member of the School Board desires further information, the member will address the speaker only with the permission of the chair.
- d. The School Board does not generally respond to citizen concerns or questions during the public comment period. When the School Board deems it appropriate, it will direct that a response from the administration shall occur a reasonable time after the meeting.

C. Public participation at work sessions and special purpose meetings of the School Board shall be determined by the Chair prior to the commencement of the meeting to complement the meeting's purpose. The specifics of such participation, if any, shall be included on the agenda for that meeting.

D. The public shall address the School Board only on matters that are related to the services or policies of the school division. Speakers are expected to conduct themselves in a civil manner. Public comments are prohibited if the speech:

- Causes disruption to the meeting;
- Contains lewd, profane or obscene language, or would violate rules/regulations/standards etc of the Federal Communications Commission (FCC);
- Promotes private business ventures;
- Involves threats of any kind, including messages meant to frighten or intimidate a person into believing they will be harmed or inviting others to cause such harm;
- Involves complaints identifying individual students;
- Relates to public office campaigns.

At the discretion of the Board Chair, any person violating the rules listed above may be asked to leave the board meeting. The Board Chair may request law enforcement assistance, recess, or adjourn the meeting while order is restored.

Revised: December 13, 2022
Revised: August 10, 2021
Revised: September 12, 2017
Revised: July 1, 2016
Revised: August 24, 2010
Adopted: December 8, 2009

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, , 22.1-253.13:7.

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1092 Agenda Preparation, Dissemination and Order

[VSBA: BDDH]